

## RECORD OF PUBLIC BID OPENING

REQUISITION # C-025230  
 PROJECT: Janitorial Services – Snake River View  
 Bid Closing Date: 8/2/06 @ 5:00 PM  
 Bid Open Date: 8/3/06 @ 10:30 AM

### STATUS – AWARDED TO ABM JANITORIAL

<u>BIDDER</u>	<u>UOM</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>AMOUNT BID</u>
CBM Campanella Bldg Mtce / Boise	WINTER MO (12)	JANITORIAL SERVICE/MTCE AT SNAKE RIVER VIEW REST AREA	\$4,910.30	\$ 58,923.60
	SUMMER MO (12)	JANITORIAL SERVICE/MTCE AT SNAKE RIVER VIEW REST AREA	\$4,910.30	\$ 58,923.60

TOTAL AMOUNT BID: \$117,847.20

<u>BIDDER</u>	<u>UOM</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>AMOUNT BID</u>
ABM Janitorial / Boise	WINTER MO (12)	JANITORIAL SERVICE/MTCE AT SNAKE RIVER VIEW REST AREA	\$4,098.72	\$ 49,184.64
	SUMMER MO (12)	JANITORIAL SERVICE/MTCE AT SNAKE RIVER VIEW REST AREA	\$5,179.66	\$ 62,155.92

TOTAL AMOUNT BID: \$ 111,340.56

<u>BIDDER</u>	<u>UOM</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>AMOUNT BID</u>
Environmental Services / Blackfoot	WINTER MO (12)	JANITORIAL SERVICE/MTCE AT SNAKE RIVER VIEW REST AREA	\$4,500.00	\$ 54,000.00
	SUMMER MO (12)	JANITORIAL SERVICE/MTCE AT SNAKE RIVER VIEW REST AREA	\$5,582.00	\$ 66,984.00

TOTAL AMOUNT BID: \$ 120,984.00

**INVITATION TO BID**  
**SNAKE RIVER VEIOW REST AREA**  
**REQUISITION # C-025230**

Table of Contents

<b>TABLE OF CONTENTS .....</b>	<b>1</b>
<b>REQUEST FOR BID .....</b>	<b>3</b>
<b>SCOPE OF WORK .....</b>	<b>4</b>
<b>I. DESCRIPTION OF WORK .....</b>	<b>4</b>
<b>II. WORK LOCATIONS AND SCHEDULE .....</b>	<b>4</b>
<b>III. INVENTORY OF REST AREA FEATURES .....</b>	<b>5</b>
<b>IV. GENERAL REQUIREMENTS .....</b>	<b>5</b>
<b>V. WORK DETAIL - CLEANING/SERVICING REQUIREMENTS .....</b>	<b>6</b>
A. Restrooms .....	6
B. Plaza Areas (outside the restrooms) .....	7
C. Grounds and Parking Lots .....	8
D. Arbors and Tables .....	8
E. Water Supply .....	8
F. Sewage System .....	8
G. Irrigation System .....	9
H. Miscellaneous .....	9
<b>VI. WORK DETAIL - MAINTENANCE REQUIREMENTS .....</b>	<b>9</b>
<b>VII. WORK DETAIL - REPAIR AND REPLACEMENT REQUIREMENTS .....</b>	<b>9</b>
<b>VIII. SAFETY REQUIREMENTS .....</b>	<b>10</b>
<b>IX. CONTRACTOR'S EMPLOYEES .....</b>	<b>11</b>
<b>X. RECORDS .....</b>	<b>11</b>
<b>XI. DEPARTMENT'S RESPONSIBILITIES .....</b>	<b>11</b>
A. UTILITIES .....	11
B. GROUNDS, PARKING LOT AND ROADWAY .....	11
C. SIGNS AND SYMBOLS .....	12
E. FIRE EXTINGUISHERS .....	12
F. SPECIAL USE PERMITS .....	12
G. COMPLAINTS .....	12
H. ACTS OF NATURE .....	12
I. INSPECTION .....	12
J. TIME CLOCK .....	12
K. TOURIST INFORMATION .....	13
<b>XII. CONTRACTOR'S RESPONSIBILITIES .....</b>	<b>13</b>
A. UTILITIES .....	13
B. GROUNDS, PARKING LOT AND ROADWAY .....	13
C. SIGNS AND SYMBOLS .....	13
D. FIRST AID SUPPLIES .....	13
<b>XIII. TERM .....</b>	<b>14</b>
<b>XIV. PAYMENT: REQUIREMENTS .....</b>	<b>14</b>
A. FINAL INSPECTION .....	14
<b>XV. CHANGES .....</b>	<b>15</b>

<b>XVI. CLAIMS FOR ADJUSTMENT AND DISPUTES.....</b>	<b>15</b>
<b>REST AREA RESIDENCE/FACILITIES.....</b>	<b>15</b>
GENERAL INFORMATION .....	15
<b>II FINAL INSPECTION.....</b>	<b>16</b>
<b>III HOUSING POLICY .....</b>	<b>16</b>
<b>II. PROPOSAL GUIDELINES .....</b>	<b>18</b>
1. PRE-PROPOSAL CONFERENCE.....	18
2. PERFORMANCE.....	18
3. BIDDING REQUIREMENTS AND CONDITIONS .....	18
4. IRREGULAR PROPOSALS.....	18
5. PROPOSAL GUARANTY / SURETY BOND REQUIREMENTS .....	19
6. DISQUALIFICATION OF BIDDERS .....	19
7. CONSIDERATION OF PROPOSALS .....	20
8. EXECUTION / AWARD OF THE CONTRACT .....	20
9. FAILURE TO EXECUTE CONTRACT .....	20
10. RETURN OF PROPOSAL GUARANTY .....	20
<b>III. TERMS AND CONDITIONS .....</b>	<b>21</b>
1. CONTRACT TERM .....	21
2. PAYMENT REQUIREMENTS.....	21
3. CHANGES .....	21
4. CLAIMS FOR ADJUSTMENT AND DISPUTES .....	21
5. COMPLIANCE .....	22
6. TERMINATION FOR DEFAULT .....	22
7. TERMINATION FOR CONVENIENCE.....	22
8. INDEMNIFICATION .....	22
9. INSURANCE REQUIREMENTS .....	22
<b>10. TITLE VI ASSURANCES.....</b>	<b>24</b>
<b>11. LABOR PROVISIONS .....</b>	<b>26</b>

## **ATTACHMENTS/FORMS/EXHIBITS**

FAX BACK  
 BID SCHEDULE  
 SIGNATURE PAGE  
 BID PROPOSAL  
 DOMICILE  
 SUBCONTRACTOR CERTIFICATION  
 CONTRACTORS AFFIDAVIT  
 BIDDER'S RESPONSIBILITY PAGE OR CHECKLIST  
 EXHIBITS 1 - 5

# IDAHO TRANSPORTATION DEPARTMENT REQUEST FOR BID

July 17, 2006

Idaho Transportation Department  
Supply Services Purchasing Section  
3311 West State Street  
Boise, Idaho 83703

## REQUISITION #: C-025230

**ALL sealed bids must be received by 5:00 pm on August 2, 2006. Sealed bids will be opened at 10:30 am on August 3, 2006** at Supply Services, Purchasing Office, at 3311 West State Street in Boise. The scope of work on this project consists of furnishing all materials, equipment and labor for the **Janitorial Service and Maintenance at the Snake River View Rest Area**, as per the specifications contained in the above requisition.

A **mandatory pre-proposal conference** and site inspection will be held on **July 25, 2006 at 1:00 p.m., MDT**, located in Payette County approximately 1 miles east of Ontario, Oregon on I-84 MP 0.93. **Bids will be declared non-responsive from contractors in attendance.**

Contact Evey McAdams, Contract Program Specialist for Bid Requirements and Clarification at (208) 334-8084.

Fax ALL Technical questions regarding this bid to: (208) 332-4109.

## FOR BID RESULTS, PLAN HOLDERS LIST VISIT:

**<http://itd.idaho.gov/business/business.htm>**

## RETURN BID IN A SEALED ENVELOPE CLEARLY MARKED AS SHOWN:

<p><b>Requisition #: C-025230</b> <b>Bid Close Date: 8/2/06 @ 5:00 PM    Bid Open Date: 8/3/06 – 10:30 AM</b> <b>Item Bidding: Janitorial Services Snake River View Rest Area</b></p>
---

## **Mailing Address**

Idaho Transportation Department  
Supply Services Purchasing Section  
P.O. Box 7129  
Boise, Idaho 83707-1129

## **SPECIAL PROVISIONS**

### **SCOPE OF WORK**

#### **I. DESCRIPTION OF WORK**

The Idaho Transportation Department (Department) is seeking proposals from caretaker management firms or individuals for maintenance of the **Snake River View Rest Area** located in Payette County approximately 1 mile east of the Idaho/Oregon Border on I 84 (Refer to Exhibit I, Vicinity Map).

A **mandatory pre-proposal conference** and site inspection will be held on **July 25, 2006 at 1:00 p.m., MDT**, at the **Snake River View Rest Area**. The purpose of the conference is to answer questions related to this proposal and to provide a site inspection of the rest area complex.

The work shall include furnishing all labor, equipment, supplies, tools and materials required to effectively maintain and operate the rest areas including the restrooms, grounds, parking lots and all other facilities within the rest area proper beginning September 1, 2006, as described within. The scope of the work does not include the main line roadway entrances and exits to the rest areas.

In addition to the routine work outlined in this document, the contract requires capable and authorized Contractor's representatives to confer as needed or on a daily basis with the **Department's Highway Rest Area Foreman in Boise**, or their representative, concerning situations and problems that arise and to be on call for emergencies 24 hours per day.

Prior to commencement of work, the Department will arrange a meeting with the Contractor to discuss the contract terms and work performance requirements. At this time, an inspection of the rest area will be conducted jointly to document any substandard conditions that may exist. The Department is responsible for correction of any substandard items listed.

Total summer and winter costs will be combined and divided into equal monthly payments.

#### **II. WORK LOCATIONS AND SCHEDULE**

##### **Snake River View Rest Area EB I-84 MP 0.93**

SP-1 The Contractor shall provide adequate personnel to service the restrooms and other related facilities on a continuous basis, seven days per week; starting no later than 6:00 AM and continuing through to 6:00 PM (12 continuous hours) during the winter, spring, and fall months (January-March, October-December). The Contractor shall provide additional cleanup and care during periods of high use and, if necessary, through temporary closures, holidays and weekends.

SP-2 The Contractor shall provide adequate personnel to service and clean the restrooms and other related facilities on a continuous basis, seven days per week: starting no later than 6:00 AM and continuing through to 10:00 PM (16 continuous hours) during the summer months (April-September). The Contractor shall provide additional cleanup and care during periods of high use and if necessary, through temporary closures, holidays and weekends.

### III. INVENTORY OF REST AREA FEATURES

#### Snake River View Rest Area

1	restroom complex with storage/mechanical room
6	arbors
11	tables
1	parking area
22	garbage containers 113.55 L (30 gal.) capacity
2	telephone booth
1	visitor information center
1	gazebo kiosk (Oregon Trail)
1	dumpster site
4	drinking fountain (regular & handicap)
1	caretaker residence

### IV. GENERAL REQUIREMENTS

Under the terms of this agreement, the Contractor and employees are prohibited from operating or advertising any commercial enterprise or activity on any premises, which are the subject of the proposed agreement.

The Contractor shall provide all labor, equipment, tools, materials and supplies, necessary to effectively maintain and operate the rest area including the main entrances, exits, and caretaker's residence. All cleaning tools shall be kept in good repair with mops laundered or replaced weekly or more often as needed.

The Contractor shall provide adequate personnel and continuous coverage to maintain the rest area facilities in a safe, sanitary, clean and attractive manner to the satisfaction of the Department. The contractor and their employees shall not accept tips or other gratuities for any service performed in the rest area.

The Contractor shall provide at no cost to their employees training, testing, information, vaccination (if requested), and appropriate protective equipment in all matters relating to the human hazards due to exposure or contact with blood borne pathogens or diseases. The contractor shall meet all current federal (OSHA) requirements to protect their employees from this exposure.

The Contractor or their employees shall be required to use the time clock provided and punch in and out to record the time spent servicing and cleaning the rest areas. The Contractor shall keep a daily checklist and log which shall be kept on site and available to ITD at all times.

Guests or immediate family of the Contractor's employees will not be allowed to accompany or assist an employee cleaning the rest area unless they are employees of the Contractor.

The Contractor is required to provide their work and home telephone number(s), which shall be made available to the District Three **Rest Area Foreman in Boise and the District Three, Maintenance Manager in Boise.**

The Contractor shall provide the Department with the names and telephone numbers of all on-call supervisory personnel. These on-call supervisory personnel may assist the Department's appointed representative in making random on-site facility inspections and in coordinating the operational requirements.

The Contractor shall promptly notify appropriate authorities of emergencies that occur in the rest area. In the event of illness or injury to visitors or others while in the rest area, the Contractor's personnel shall call for professional help as requested or deemed appropriate.

The Contractor shall immediately report to the Rest Area Foreman representative in **Boise** any suspected hazardous material spills. The Contractor should recognize the hazard and barricade the area. The Contractor shall not attempt cleanup and shall keep people away until qualified authorities decide on proper action.

The Contractor shall report all incidents such as vandalism, excessive occupancy, camping, etc., to the proper law enforcement agency as quickly as possible. The Department shall receive notification of any incidents relative to public health or safety immediately and incidents of a lesser nature during the next normal workday.

The Contractor shall monitor the activities of organizations granted special use permits for serving refreshments and report any noncompliance with the permit terms. The permit terms require that the rest area grounds used by the organization be cleaned by the organization at termination of their use period so that no additional work will result for the Contractor. The organization cannot block access to vending machines placed by the Commission for the Blind and Visually Impaired.

The Contractor shall tactfully notify violators, when observed, of the governing rules and regulations posted at the rest area.

The Contractor shall supply one OSHA approved flammable cabinet and store all flammable liquids in the flammable cabinet. Gas and gas-powered equipment shall not be stored in the rest area building.

Mechanical room shall be kept in a clean and orderly condition. Mechanical room shall not be used as a storage room for bulk supplies. Electrical panel(s) shall be accessible at all times.

The Department shall have final authority on questions concerning areas of responsibility and duties.

## **V. WORK DETAIL - CLEANING/SERVICING REQUIREMENTS**

### **A. Restrooms**

Floors, toilet partitions, doors, toilets, urinals, hand dryers, wash basins, soap dispensers and mirrors shall be scrubbed thoroughly every three hours, with additional cleaning as necessary. A high-strength detergent containing a deodorant and a built-in antibacterial agent shall be used for this purpose. After being washed, fixtures shall be wiped dry with a clean rag and floors shall be dried either by forced air or dry mopping. Face of hand dryers shall be removed once a month or more often as needed to remove dirt/dust debris from vent screens to keep hand dryers functioning correctly. (See Exhibit III).

Garbage containers shall be emptied, cleaned, and lids washed during the morning a.m. cleaning or more often if necessary.

Soap and paper goods dispensers shall be replenished as necessary. At least one-half roll of toilet paper should be in evidence in each stall. Odor-suppressant materials such as urinal blocks and electronic air deodorant shall be used and replenished as determined suitable to control odors.

Walls, ceilings and doors shall be scrubbed daily with soap and water, or appropriate cleaner and wiped dry to maintain a clean, smear-free appearance. Daily spot cleaning is to be done as needed.

The entire inside of the restrooms shall be steam cleaned or hot pressure washed at least twice each month in 15-day intervals with high strength biodegradable detergent. Minimum pressure is to be 1200 psi. Alternative cleaning practices must be pre-approved by the **Rest Area Foreman** before practices may be implemented. Pressure washing shall be scheduled during low traffic volume on Tuesdays or Wednesdays.

The Contractor shall submit an annual schedule to the Rest Area Foreman for all steam cleaning or pressure washing in the rest area. This schedule shall be submitted prior to commencement of work.

The heating and/or cooling (HVAC) system(s) shall be operated and maintained as necessary with desired temperature 10°C to 18°C (50°F to 65°F) winter; 18°C to 27°C (65°F to 80°F) summer, to assure proper air circulation/exchange is taking place inside the restrooms. All HVAC filter(s) shall be supplied and changed monthly by the Contractor. The Contractor shall have the HVAC system checked and serviced twice each year at Contractor's expense. (See Exhibit IV).

The Contractor shall provide soap, paper goods, garbage bags; **(bags shall be at least 1.35 mil thick, linear low density, flat seam trash bags, made from at least 90% virgin material)**, mechanical, electrical odor control and cleaning supplies. All supplies and materials furnished by the Contractor are subject to prior approval by the Department. Material Safety Data Sheets (MSDS) must be present for all appropriate products.

The Contractor shall be responsible for insect and rodent control within the rest area complex. Contractor shall provide all chemicals or traps for insect and rodent control. Chemicals shall be subject to Department approval before being used. All dead insects and rodents shall be removed promptly and properly.

The Contractor shall immediately remove any graffiti or markings of any kind on any surface inside the restrooms.

The Contractor shall remove snow from the roof of the restroom building when the snow reaches a maximum depth of 12 inches.

#### **B. Plaza Areas (outside the restrooms)**

Concrete walkways, doors, water fountains, benches and display areas shall be thoroughly cleaned each day, with additional cleaning as necessary. Smooth walls and overhead surfaces shall be scrubbed daily with soap and water and wiped dry to maintain a clean, smear-free appearance. Rough surfaces shall be brushed and/or swept clean as necessary and shall be hot pressure washed with high strength biodegradable detergent a minimum of once per month on a 30-day interval.

Pressure washing shall be scheduled during low traffic volume on Tuesdays or Wednesdays. Alternative cleaning practices must be approved by the District Rest Area Foreman before practices may be implemented.

Snow and ice shall be removed and treated with ice melting chemicals. Snow removal and ice control may be required throughout the workday as required to provide bare sidewalks and safe access to restrooms in the designated areas. Ice removal will require the application of ice-melting chemicals. A walk behind snow blower shall be on site ready for use November through



March. Pickup trucks or heavy tractors with snowplows or blades are not allowed on the designated pedestrian areas in the plaza area.

**C. Grounds and Parking Lots**

All trash, paper, other litter and pet waste shall be removed from the grounds, (core area), ramps and parking areas once per shift, or more often if necessary. (See Exhibit I, showing core area). All types of litter shall be removed from the surrounding areas daily. All garbage containers shall be: emptied, cleaned and lids washed and fitted with new garbage bags as often as necessary to avoid overflow.

The Contractor should use their judgment to determine whether an almost empty garbage bag actually needs to be replaced. The Contractor shall notify the Department when garbage containers need repainted or replaced due to damage, normal wear and tear, etc.

Parking areas, sidewalks and walkways shall be cleaned once per workday or as needed. Snow and ice shall be removed and/or treated with ice melting chemicals. Snow removal and ice control may be required throughout the workday as required to provide bare sidewalks. Ice removal may require the application of ice-melting chemicals.

Pick-up trucks or heavy tractors with snowplows or blades are not allowed on the paved pedestrian areas in the grounds area. The Department will remove snow from the entrance and exit to the rest areas and the parking lots.

The Contractor shall immediately remove any graffiti or markings of any kind on any surface in the rest area. If the graffiti problem persists and is of a violent or obscene nature, the problem shall be reported to the Rest Area Foreman immediately.

Public telephone booths shall be cleaned and sanitized once per workday; any operational problems are to be reported to the Telephone Company and to the Department.

**D. Arbors and Tables**

Picnic tables, benches and floors shall be cleaned according to the schedule in Exhibit III, or more often if necessary, with biodegradable soap and water, using brushes, rags, sponges or other power-cleaning equipment that will clean and sanitize. The morning cleaning must be completed by 10:30 a.m. and the afternoon cleaning is to be completed by 6:00 p.m.

Brushes, cloths or sponges, which have been used for cleaning in restrooms, shall not be used to clean tables or benches. Do not apply insecticide or disinfectant to the table or bench tops unless the surface can be rinsed off immediately with clean water.

Ceilings, walls and posts shall be pressure steam cleaned or pressure washed once per month on 30-day intervals or more often if necessary. Alternative cleaning practices must be approved by the District Rest Area Foreman before practices may be implemented.

**E. Water Supply**

Be responsible for ensuring Backflow valves are checked and inspected once a year by licensed plumber. To be paid for by the contractor.  
See proper operation of the water supply and irrigation systems in Exhibit IV, if applicable.

**F. Sewage System**

The Contractor shall immediately notify the Department of any problem involving the sewage system. The Department will be responsible for pumping, cleaning and disposing of sewage from the septic tanks for the rest area.

#### **G. Irrigation System**

The Contractor shall operate and perform all maintenance, repairs and routine servicing of the irrigation system in accordance with good practice and as displayed in Exhibit IV. Damage caused by the Landscape Contractor shall be repaired by the Landscape Contractor.

#### **H. Miscellaneous**

The Contractor shall provide safe storage for found articles and shall deliver unclaimed articles weekly to the **Rest Area Foreman**. All incidents of lost/found shall be recorded in the daily checklist and log. (See Exhibit II).

The Contractor shall raise and lower the U.S. flag. As directed by ITD only. The Department will provide the flags.

The Contractor shall inspect all outside lighting once a month during nighttime hours. (See Exhibit IV).

### **VI. WORK DETAIL - MAINTENANCE REQUIREMENTS**

The Contractor shall:

Maintain in good working condition all fixtures in the rest rooms including, but not limited to, soap dispensers, mirrors, urinals, toilets, wash basins, water fountains, toilet partitions and all doors, hinges, latches and supports.

Maintain in good working order the plumbing fixtures, which shall include repairing, cleaning, unstopping clogged sewer lines, traps or grates, any repairs that does not require disconnecting potable water lines.

Be responsible for routine oiling of motor and fan bearings and clean or provide new filter pads for the heating system twice a month or sooner as needed. (See Exhibit IV).

Purchase and install all replacement light bulbs to light fixtures that are attached to the inside and outside of the building which can be reached safely with a 12 foot ladder including the refreshment and/or information kiosk. The Contractor is responsible to test GFCI outlets and the emergency lighting system monthly and record in the daily log, date inspected and actions taken. The Department will be responsible for maintaining the high-level parking area lights.

Be responsible for irrigating/monitoring, at least once a week, all areas including lawns, shrub, and natural areas designed for irrigation and in accordance with good irrigation practices and schedules established by the Department.

### **VII. WORK DETAIL - REPAIR AND REPLACEMENT REQUIREMENTS**

The Contractor shall:

Be responsible for painting, oiling, or staining the buildings, and related structures inside and outside the core area including the rest area residence at least once per contract term or as

determined by the Department. If the Department determines that the buildings or related structures need painted, oiled or stained, the Contractor, upon written notification from the Department, has thirty (30) days within which to perform this work. The Contractor shall supply sprayers, brushes, rollers, masking tape and other necessary supply items and the Department will furnish the paint, oil or stain.

Be responsible for replacing unserviceable or broken parts in the plumbing, heating and irrigation system. Purchase and maintain an adequate supply of plumbing repair parts to ensure continual operation of the restrooms and irrigation system. The Contractor will provide all repair parts and kits with a retail value of less than \$25 per part or kit at no cost to the Department and does not include labor cost associated with the part or kit which is the responsibility of the Contractor.

Be responsible for repairing unserviceable or broken fixtures, including toilet seats, partitions, doors, soap dispensers, toilet paper dispensers, mirrors and other related fixtures. Replace the unserviceable or broken fixtures with Department provided fixtures. The Department will make the final determination if a fixture needs replaced. Removal and/or replacement work of plumbing fixtures, other than irrigation, are required to be done by a licensed plumber.

Refer to Exhibit IV for more details on typical maintenance schedule and repairs.

The Department will:

Be responsible for major repairs to the sewage system and related facilities, the water system including the well, major plumbing and pump, primary valves and controls for the irrigation system, the heating and electrical repairs.

Be responsible for providing replacement fixtures for the rest rooms and rest area proper, including, but not limited to: urinals, toilets, toilet seats, water fountains, sinks, valves, partitions, doors, soap dispensers, toilet paper dispensers, mirrors, benches, arbors, picnic tables and garbage containers.

Reserve the right to make any repairs, remove or add fixtures, facilities, landscaping or any other improvements or maintenance activity it deems necessary.

The Department will furnish the paint, oil or stain.

## **VIII. SAFETY REQUIREMENTS**

The Department will furnish signs and barricades for emergency closure of the rest area. The Contractor shall furnish pedestrian signs deemed necessary to adequately warn or protect the public from possible hazardous conditions. Special precautions must be used when power equipment is operated in the vicinity of pedestrians.

**Approved spill containment kits and shovels shall be immediately available and on site for use in the event of a chemical spill.**

The Contractor shall comply with all applicable laws and regulations governing safety, health and sanitation of the environment.

**The public shall be permitted use of rest rooms during cleaning if they so request.** The Contractor shall sign the section off when cleaning and use a sign such as "Closed for Cleaning."

## **IX. CONTRACTOR'S EMPLOYEES**

The Contractor shall provide uniforms to be worn by their employees while on duty at the rest area. Employees shall be neat and clean at all times. Uniforms shall be subject to approval by the Department.

Each employee shall wear an easily read identification badge, which contains the Contractor and employee's names. This identification can be stamped or printed on the uniform.

Each employee shall record their hours worked by checking in & out using the time clock provided and filling out the daily log sheet for each shift worked at the rest area. The Department will supply a time clock and ITD time cards for recording time worked at the rest area. Time clocks will be replaced at the contractor's expense if damaged or vandalized. Log sheets will be collected during the monthly inspection. Time cards shall be submitted to the Department along with invoice for pay request each month. Contractor may furnish additional time cards for their records at their expense. Employees are prohibited from having firearms in their possession while on duty. Employees shall treat the public in a friendly, courteous manner. The public has many questions; employees should be well informed on local road conditions, detours, service stations, motels, restaurants and tourist attractions and will be able to communicate in English.

The Contractor and their employees shall not accept tips or other gratuities for any service performed in the rest area.

The Department reserves the right to require the Contractor to remove from the job, employees covered by this contract, who endanger persons or property or whose continued employment does not serve the best interest of the Department.

## **X. RECORDS**

The Contractor shall keep a daily checklist and log which will be kept on site and available to the Department at any time. The checklist and log sheet shall contain hours and time worked; details of unusual activity (accidents, vandalism, etc.), lost and found articles, etc. A sample Daily Checklist and Log Sheet is included in Exhibit II. The checklist and log shall be kept in the storage or mechanical room and be available at all times for inspection by Department personnel. Log sheets will be collected during monthly inspections.

## **XI. DEPARTMENT'S RESPONSIBILITIES**

### **A. Utilities**

The Department will provide the following utilities, electrical, water and sewer for the rest area property.

### **B. Grounds, Parking Lot and Roadway.**

The Department will be responsible for all repairs to pavement, walkways, curbs and high-level parking lights. If the Department determines that any damage is the result of a negligent act by the Contractor, repairs shall be the responsibility of the Contractor. If the Contractor doesn't complete the repairs within 14 days ITD will make repairs and deduct costs from Contractor's payment. ITD will be responsible for sweeping and snow removal in the parking lots and on approach ramps.

**C. Signs and Symbols.**

The Department will provide all necessary permanent signs and pavement markings.

No additional signs shall be installed or erected by the Contractor except those required on a temporary basis to designate rest room cleaning. The Contractor shall notify the Department of any emergencies within the rest area and the Department shall approve all closures before deployment.

**E. Fire Extinguishers**

The Department will furnish fire extinguishers for emergency use by Contractor personnel. Monthly inspection (30-day intervals) of fire extinguishers shall be the responsibility of the Contractor and should be noted in the daily log and on the fire extinguisher tag. The Contractor shall be responsible for notifying the Department each time an extinguisher is used or requires servicing or recharging.

**F. Special Use Permits**

Permits may be issued by the Department, for use of the rest area by private organizations, for such activities as providing free refreshments to travelers during a specific time period. Inquiries about such permits shall be directed to the Department. The Department will provide the Contractor a copy of any such permits issued.

**G. Complaints**

All letters of complaint directed to the Contractor from the public shall be forwarded to the Department for reply. If appropriate, the Department will provide a copy of the complaint and reply to the Contractor.

**H. Acts of Nature**

The Department will be responsible for all damage and other problems caused by acts of nature. If the damage or circumstances is so severe that extended closure of the rest area is necessary, the Contractor's duties and compensation may be suspended for the closure period. Compensation will be based on a pro-rated share of a 365-day year. Refer to Section XV (CHANGES).

**I. Inspection**

The Department will perform monthly and random or periodic inspections as deemed appropriate by the Department to ascertain the Contractor's compliance with contract requirements. The inspection(s) will be used to compute the monthly score which payments will be based on. The Contractor's designated supervisory person may accompany the Department's representative when monthly inspections are made. Refer to Exhibit V for a copy of the Department's inspection checklist.

**J. Time Clock**

The Department will furnish and maintain the time clock at the rest area. The Department shall supply time cards for the Contractor's employees to record their time worked at the rest area. The time cards shall be submitted to the Department along with invoice for pay request each month. Contractor may furnish additional time cards for their records at their expense.

**K. Tourist Information**

The Department will approve all maps and brochures to be displayed in the rest areas. ITD has a MOU agreement with Department of Commerce & Southwest Idaho Travel Association to provide information to those entering the state.

**XII. CONTRACTOR'S RESPONSIBILITIES**

**A. Utilities**

**Trash**

The Contractor shall provide for bulk garbage storage containers and trash haul services or remove all garbage-collected daily from the rest area. Bulk storage must be contained and out of sight. The Department will provide garbage storage areas, designed to keep containers from public view. Garbage bags placed in garbage storage containers must be tightly secured in order to reduce the risk of creating unsanitary conditions. All garbage must be removed from the rest area and transported to a landfill/transfer station a minimum of three times per week during the months of May thorough September and two times per week October thorough April or more often as required to keep garbage storage from exceeding capacity. Any costs involved with use of the landfill and arrangement for its use shall be the Contractor's responsibility. The Contractor shall meet all applicable Federal, State, and Local requirements for solid waste handling, collection, and disposal.

**Phone**

The contractor will supply a phone with answering service capabilities at the rest area for employees use.

**B. Grounds, Parking Lot and Roadway**

The Contractor shall be responsible for snow removal on sidewalks around the rest area and on the driveway leading to the caretaker's residence.

**C. Signs and Symbols**

The Contractor shall do emergency closure of the rest area by use of the signs, barricades, supplied by the Department. The Contractor shall notify the Department of any emergencies within the rest area and the Department shall approve all closures before deployment. The Contractor shall remove closure signs and barricades when the emergency is over and the rest area is to be reopened.

**D. First Aid Supplies**

The Contractor shall provide a #25 Industrial first aid kit or larger. The Contractor shall keep the first aid supplies stocked at all times. The resident caretaker may attend a first aid course (conducted by the Department) if he or she so desires.

### **XIII. TERM**

Refer to Terms and Conditions

### **XIV. PAYMENT: REQUIREMENTS**

The making and acceptance of payment for work or material replacement performed by the Contractor shall constitute a waiver of all claims by the Contractor, other than those arising from faulty work, and of all or any claims by the Contractor previously made and unsettled. Upon satisfactory completion of services specified herein, the Contractor shall be paid monthly as soon as possible after receipt of invoices and time cards. Payments otherwise due maybe withheld on account of substandard or defective work not remedied.

Payments otherwise due may be withheld for failure of the Contractor or their employees to punch in and out on the time clock. Failure to do so may result in a penalty (Exhibit V under custodial #35) in which any Time cards are not clocked in or out on time. All time cards shall accompany the invoice submitted by the Contractor for each rest area and for each month billed to the Department.

If the Department has to perform or hire a firm or individual(s) to perform emergency, safety or health-related jobs or duties which are the responsibility of the Contractor under the terms of this contract, the Department may withhold those costs associated with the cleanup or work from the Contractor's monthly payment. Such costs will be duly itemized as to labor, materials, equipment and travel-related costs.

If the Department determines that the Contractor has not performed their daily jobs or duties as specified in this contract, the Department may withhold, as a penalty, the daily pro-rated share from that month's payment.

#### **A. FINAL INSPECTION**

If the Department finds at the final inspection, the employee residence to be in unsatisfactory condition, the Department will deduct from the Contractors final payment the cost to make the necessary repairs incurred by the Contractors employee.

#### **Payments shall be made as provided:**

For this contract, a Payment Plan will be used to reimburse the Contractor based on the following schedule – rating system.

Rating	Pay Factor
0.00 - 0.59	0.00
0.60 - 0.99	0.250
1.00 – 1.49	0.500
1.50 – 1.99	0.750
2.00 – 2.49	0.900
2.50 – 3.00	1.00

Example: A 2.35 rating = > (0.90 pay factor) \* (monthly bid price) resulting in a 10% penalty.

The rating will be based on monthly inspection(s) performed by the Department using the Rest Area Maintenance Inspection Forms (Exhibit V).

## **XV. CHANGES**

Refer to Terms and Conditions

## **XVI. CLAIMS FOR ADJUSTMENT AND DISPUTES**

Refer to Terms and Conditions

### **REST AREA RESIDENCE/FACILITIES**

#### **GENERAL INFORMATION**

An on-site caretaker is a requirement of the contract. The Contractor or Contractor's employee, who will function as a resident caretaker, shall occupy the residence located at Snake River View Rest Area/Visitor Information Center. The Department will provide the residence, water, sewer, telephone and electrical hookup for the Contractor's on-site residence. The residence is a three bedroom, single story, two car garage, wood frame building containing 1,830 SF, living area with 1062 SF carpet, with the following furnishings: electric kitchen range, dishwasher, water softener, water heater, electric forced air heating and cooling system and window coverings.

Telephone service is a requirement of the contract and will be paid for by the Contractor.

It is the contractor's responsibility to supply water softener tablets and filters for the water softener at the residence. To be checked monthly by the contractor or his employee.

The contractor will supply filters for the furnace at the residence to be changed monthly.

At the contractors expense the carpet in the home will be professional cleaned once a year in the month of September.

Use of the residence is part of the Contractor's consideration under the proposed contract. **The Contractor shall not charge their employee rent for said residence.**

The Contractor shall be ultimately responsible for the residence. If the Department deems that the Contractor's employee must be replaced, it shall be the Contractor's responsibility to remove said employee from the residence. If the Contractor fails to remove said employee, the Department reserves the right to remove the employee from the premises by appropriate action at the Contractors expense.

ITD will inspect residence in March, July, and November for the duration of the contract to verify compliance with this contract. If damages or excessive wear to the residence is present and is determined by ITD to be caused by the Contractor or their employees. The Contractor shall repair said damage at contractor's expense. If repairs area not made within 14 days ITD will complete the repairs and deduct from contractors last payment or payments.

The Contractor will be responsible for insuring any loss or damage to the residence or other personal property. The premises will be kept in a clean and orderly manner at all times.



## **II FINAL INSPECTION**

The Contractors final payment will be withheld until the final inspection has been completed, ITD will conduct the final inspection with the Contractor. If this inspection is found to be unsatisfactory, all cost to repair any damages will be deducted from the Contractors final payment.

Postal service and school bus arrangements are the responsibility of the on site resident caretaker.

## **III HOUSING POLICY**

Occupancy in the residence is limited to the Contractor or Contractor's employee assigned to be the resident caretaker and their immediate family members (spouse and children).

The resident caretaker is expected to be considerate of the motoring public and shall, at a minimum:

- A. Maintain moderate noise levels regarding television, radio, phonograph, parties, etc.
- B. Confine pets to the fenced yard area; no vicious animals are allowed. Approval of the Department must be obtained in writing for each pet to be brought onto the premises.
- C. Inoperable vehicles shall not be allowed to remain on the premises longer than two-weeks.

The Contractor is responsible for:

- A. Maintaining the residence, yard and landscaping in a neat and clean manner.
- B. Minor repairs and upkeep of the facilities.
- C. Interior painting, subject to Department's approval.
- D. Damage to or loss of the residence due to the Contractor's or their employee's
- E. Obtaining necessary insurance for their personal property and contents of the residence. Negligence or that of individuals for whom they are legally responsible.
- F. Payment of all utilities including telephone (with the exception of water and sewer, which will be furnished by the Department).
- G. Providing a telephone at the residence.

The Department is responsible for:

- A. Exterior painting
- B. Major repairs to the residence and related facilities
- C. Payment of water and sewer utilities

Modifications or additions to the residence will not be allowed without prior written approval by the Department. To obtain an approval, a written request with specific details and estimated cost must be submitted to the Department. Any modifications or additions, if approved, must be done at the Contractor's expense. Any modifications or addition becomes a part of the

residence and will not be removed; however, under certain circumstances, the Department may approve removal of the modification/additions done at the Contractor's expense.

The Department retains the right to inspect the residence at any reasonable time, **with 24-hour notice**, to assure that proper maintenance and care is being taken. **The caretaker (resident) must be present during this inspection.** At the termination of this contract, the site shall be returned to the Department in as good a condition as when received, ordinary wear expected. Any inordinate amount of wear and tear shall be the Contractor's responsibility to repair or replace.

If the contractor changes rest area caretakers, the Department shall be notified and the residence shall be inspected prior to the new caretakers' occupancy. The contractor shall be present during this inspection. The Contractor at Contractor's expense shall repair all damage above normal wear. If repairs are not made within one week the Department will complete the repairs and deduct cost from Contractor's payments.

NOTE: The residence on this property shall become available for occupancy three weeks after this maintenance contract period begins. This vacancy period is necessary for routine maintenance to be conducted by the Department prior to new occupancy.

## II. PROPOSAL GUIDELINES

### 1. Pre-proposal Conference

Oral explanations, instructions and interpretations given to bidders prior to award of contract will not be binding. It is the Department's intent to provide all bidders equal opportunity to access and acquire all available pertinent information necessary to formulate a responsive bid. Any information, specifications, plans, data or interpretations which the Department discovers is lacking and may be important to all bidders, will be furnished to all bidders in the form of an addendum, the receipt of which shall be acknowledged.

### 2. Performance

Submission of a bid by any Contractor shall be accepted as prima facie evidence that they have satisfied themselves as to the nature and location of the work and all other matters, which can in any way affect the work or cost thereof under the contract. Any failure of the Contractor to acquaint them with all available information, including a physical survey of the site of the proposed work, shall not relieve them from successfully performing all the work required.

### 3. Bidding Requirements and Conditions

Sealed Bids will be received at the time and place stated on the Signature Page. Timely receipt of Bids will be determined by the date and time the Bid is received at the address specified. Hand delivery is encouraged to ensure timely receipt. No proposals will be accepted after the time indicated. All material that is submitted in accordance with this solicitation becomes the property of the State of Idaho and will not be returned.

The bidder shall submit their bid proposal upon the forms furnished by the Department. In the bid schedule, the bidder shall specify a unit price in figures for each pay item for which a quantity is given and show the products of the respective unit prices and quantities written in figures in the column "Amount Bid," and the total amount of the bid obtained by adding the amounts of the several items. In the event of a discrepancy between unit bid prices and extensions, the unit bid price shall govern. All figures shall be written in ink or typed. Penciled entries will not be accepted. If entries are in pencil, the bid proposal shall be considered irregular and the bid will be rejected.

The bidder's proposal shall be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the bidder legally qualified and acceptable to the State. If the proposal is made by an individual, their name and post office address shall be shown; by a partnership, the name and post office address of each partner shall be shown; as a joint venture, the name and post office address of each member or officer of the firms represented by the joint venture shall be shown; by a corporation, the name of the corporation and the business address of its corporate officials shall be shown.

### 4. Irregular Proposals

Proposals will be considered non-responsive and shall be rejected for the following reasons:

1. If the Bid Proposal Form(s) are on a form other than that furnished by the State or if the form is altered or any part thereof is detached.
2. If there are unauthorized additions, conditional or alternate bids, omission of addenda, or irregularities of any kind, which tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.

3. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. If the Bid Schedule does not contain a unit price for each pay item listed except in the case of alternate pay items.
5. If the Bid Documents are not sealed, when received by the Department.
6. If the Signature Page is not signed in Ink.
7. If Addendums are not signed and returned with the Bid Documents.
8. If the required Public Works License Number(s) is not inserted on the Signature Page.

**5. Proposal Guaranty / Surety Bond Requirements**

No proposal will be considered unless accompanied by a guaranty of the character and in an amount not less than the amount indicated on the Request for Quotation.

If a surety bond is used, it shall be submitted on an acceptable form signed by the bidder and their surety company. Power of Attorney for the person who executes the bond on behalf of the surety as Attorney-In-Fact must accompany the proposal bond.

The lowest responsive bidder shall furnish a performance bond and a payment bond each in the amount of the contract.

The lowest responsive bidder may deposit government obligations in lieu of performance and payment bonds under the following conditions:

1. The obligations shall be acceptable to the State Treasurer.
2. The obligations shall be payable to, or fully negotiable by, the Department.
3. The obligation shall be in an amount equal at fair market value to the penal sum of the required surety bonds.
4. The bidder pays the initial and return transfer charges for transmittal of the obligation of the Treasurer's Office.

Within **90 days** after final acceptance for the project those obligations deposited, as a performance bond will be returned, less any amount owed to the Department as a result of this contract. Obligations deposited, as the payment bond shall be held for a period of one year from the date of acceptance of the project for settlement of claims in accordance with Idaho Code, Section 54-1927.

Government obligations shall be deposited with the State Treasurer with instructions to issue a safe keeping receipt to the Department.

**6. Disqualification of Bidders**

Any of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of their proposal or proposals:

1. More than one proposal, for the same work from an individual, partnership or corporation under the same name or a different name.
2. Evidence of collusion among bidders. Participants in such collusion will receive no recognition as bidders for any future work of the State until any such participant shall have been reinstated as a qualified bidder.

**7. Consideration of Proposals**

After the proposals are opened and read, they will be compared on the basis of the summation of the products of the approximate quantities shown in the bid schedule by the unit bid prices. The results of such comparisons will be available at <http://itd.idaho.gov/business/business.htm>.

The right is reserved to reject any or all proposals, to waive technicalities, to advertise for new proposals, or to proceed to do the work otherwise, if, in the judgment of the Department, it is in the best interest of the State.

**8. Execution / Award of the Contract**

The award of contract, if it is awarded, will be made within **15 calendar days** after the Intent to Award Notice letter has been mailed to the lowest responsive bidder whose proposal complies with all requirements prescribed.

However, the award may be deferred beyond **15 calendar days** by mutual written agreement between the Department and the lowest responsive bidder.

The contract shall be signed by the lowest responsive responsible bidder and returned together with the Surety bonds, **within 15 calendar days** after the bidder has received the contract. If the contract is not executed by the State within **15 calendar days** following receipt from the bidder of the signed contracts and bonds, the bidder shall have the right to withdraw their bid without penalty. No contract shall be considered as effective until it has been fully executed by all of the parties thereto.

**9. Failure to Execute Contract**

Failure to execute the contract and file acceptable bonds within **15 calendar days**, after the contract has been received by the bidder, shall be just cause for the cancellation of the award of contract and the forfeiture of the proposal guaranty which shall become the property of the State, not as a penalty, but in liquidation of damages sustained. Award may then be made to the next lowest responsible bidder or the work may be re-advertised or otherwise, as the Department may decide.

**10. Return of Proposal Guaranty**

Proposal guaranties, except those of the two lowest responsive bidders, will be returned immediately following the opening and checking of the proposals. The retained proposal guaranty of the unsuccessful of the two lowest responsive bidders will be returned within 10 days following the award of contract and that of the successful bidder will be returned after satisfactory Surety bonds have been furnished and the contract has been executed.

### III. TERMS AND CONDITIONS

1. **Contract Term**

The term of this contract will be for two (2) years with the option to renew for two (2) additional years, when agreed on by both parties. The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of the contract or contracts or any portions thereof, or his right, title or interest therein.

2. **Payment Requirements**

Payments will be made as provided: Upon satisfactory completion of services specified herein, the Contractor will be paid monthly as soon as possible after receipt of invoices. Payments otherwise due may be withheld or deducted on account of substandard or defective work not remedied.

3. **Changes**

The Department reserves the right to revise the "Work Locations and Schedule" and to make other changes within the general Scope of Work as may be deemed necessary to best serve the interests of the Department. Changes in compensation, which may result from such revisions, shall be documented by formal Change Order to the contract and approved by the Purchasing Agent.

4. **Claims for Adjustment and Disputes**

If the Contractor believes that additional compensation is due them for work or material not clearly covered in the contract, or not ordered as extra work, as defined herein, they shall prosecute their claim in the following manner.

Prior to doing the work on which they believe additional compensation is due them, the Contractor shall notify the ITD Purchasing Agent in writing of their intent to file a claim. If such notification is not given, then the Contractor shall thereby waive their right to any claim for such additional compensation.

At a minimum, the detailed letter shall include a narration of events, citing of entitlement and a showing of the amount of compensation and/or adjustment of time believed due. Full documentation for all elements in the letter shall be included. The claim will be considered and a determination made. The Purchasing Agent will notify the Contractor in writing of the decision.

The decision will be final and conclusive unless, within thirty (30) days from receipt of the Purchasing Agent's letter, the Contractor submits an appeal in writing to the Purchasing Agent. All pertinent information, references, arguments and data to support the claim shall be included. The Purchasing Agent will review the claim and the Contractor will be notified by mail. This decision will be final and conclusive.

In connection with any appeal proceeding under this subsection, the Contractor will be afforded an opportunity to be heard and offer evidence in support of their claim at any level of review. Pending final decision of a dispute hereunder the Contractor shall proceed diligently with performance of the contract.

**5. Compliance**

If the Department registers a formal and written complaint with the Contractor in respect to undesirable or unsanitary conditions, the Contractor will have 72 hours in which to respond in person to the complaint, to the project Coordinator to remedy the problem(s). Failure to respond in the prescribed time to the complaint or to remedy the problem may result in termination of the contract as provided in Section 6 TERMINATION.

If the Department is not satisfied with the results and remediation of the complaint, the project coordinator may require periodic and joint inspections of the area with the Contractor to discuss and point out Contractors violations. Failure of the Contractor to attend these inspections may result in termination of the contract.

**6. Termination For Default**

Should the Contractor neglect to prosecute the work properly, or fails to perform any provision of the contract, the Department, after seven (7) days from written notice to the Contractor, may without prejudice to any other remedy they may have, make good the deficiencies and may deduct the cost thereof from the payment then or thereafter due to the Contractor or, at its option, may terminate the contract and take possession of all materials, tools, fixtures and furnish the work by such means as the Department sees fit, and if the unpaid balance of the contract price exceeds the expense of finishing the work, such excess shall be paid to the Contractor, but if such expense exceeds such unpaid balance, the Contractor's surety shall pay the difference to the Department.

**7. Termination For Convenience**

A. The DEPARTMENT or CONTRACTOR may cancel this Contract at any time with or without cause upon thirty (30) days' written notice to the other party, and specifying the date of termination.

B. Cancellation of the Contract by either party shall terminate the obligations or liabilities of the parties, except that the obligations or liabilities incurred prior to the termination date shall be honored.

**8. Indemnification**

The Contractor shall indemnify, save harmless, and defend regardless of outcome, the State from the expenses of and against all suits, actions, claims, or costs, expenses, and attorney fees that may be incurred because of any injuries or damages received or sustained by any person, persons, or property on account of the operations of the Contractor or their subcontractors; or on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable materials in the work; or because of any act or omission, neglect, or misconduct of the Contractor or their subcontractors; or because of any claims or amounts recovered from any infringements of patent, trademark, or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act or any other law, ordinance, order or decree.

**9. Insurance Requirements**

The Contractor shall carry such public liability and property damage insurance that will protect them and the State of Idaho from claims for damages for bodily injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract whether such operations be by themselves or by any subcontractor or by anyone directly or indirectly employed by either of them. The following is a brief explanation of the required insurance coverage's. A certificate of insurance will be required of the contractor selected.

1) Worker's Compensation. The CONTRACTOR, its subcontractor(s), if any, and all employers providing work, labor or materials under this contract, are subject employers under the Idaho Worker's Compensation Law, and shall comply with Idaho Statutes regarding Worker's Compensation.

For the duration of this Contract, and until all work specified herein is complete, the CONTRACTOR, its subcontractor(s), if any, and all employers providing work, labor or materials under this contract, shall provide Idaho Worker's Compensation coverage that satisfies Idaho law for all their subject workers.

The CONTRACTOR must have a valid Worker's Compensation insurance policy in effect prior to the Division of Purchasing generating the contract. The CONTRACTOR must show proof of such coverage by presenting to the Division of Purchasing a valid certificate of insurance showing statutory coverage.

**The CONTRACTOR must provide either a Certificate of Idaho Workers' Compensation Insurance issued by a surety licensed to write Idaho Workers' Compensation Insurance in the State of Idaho, as evidence that the CONTRACTOR has in effect a current Idaho Workers' Compensation Insurance policy, or an extraterritorial certificate approved by the Idaho Industrial Commission from a State that has a current reciprocity agreement with the Industrial Commission.**

2) Employer's Liability. This coverage is written in conjunction with Worker's Compensation and provides insurance for the employer's liability to its employees in circumstances where the injury is not covered by the Worker's Compensation law and the employer may be subject to common law liability. Employer's liability insurance shall be a minimum amount of \$100,000 per occurrence.

3) Liability Insurance. For the duration of the Contract and until all work specified in the Contract is completed, the CONTRACTOR shall have and maintain, at CONTRACTOR'S expense, the liability insurance set forth below and shall comply with all limits, terms and conditions of such insurance. Work under this Contract shall not commence until evidence of all required insurance is provided to the Division of Purchasing. Evidence of insurance shall consist of a completed certificate of insurance signed by the insurance agent for the CONTRACTOR and made a part of this Contract.

4) The Contractor shall not commence work under the contract until he obtains all insurance required under this provision and furnishes a certificate or other form showing proof of current coverage to the State and to the railroad or railway company, when involved. All insurance policies and certificates must be signed copies. After work commences, the Contractor will keep in force all required insurance until written acceptance of the project.

### **Required Insurance:**

1) Commercial General Liability Insurance. The CONTRACTOR shall have and maintain Commercial General Liability (CGL) Insurance covering bodily injury and property damage. This insurance shall include personal injury liability coverage; blanket contractual liability coverage for the indemnity provided under this Contract and products/completed operations liability. The combined single limit per occurrence shall not be less than \$1,000,000 or the equivalent. Each annual aggregate limit shall not be



less than \$1,000,000, when applicable, and will be endorsed to apply separately to each job site or location.

2) Automobile Liability Insurance

The Contractor shall obtain, at the Contractor's expense, and keep in effect during the entire term of the contract, Automobile Liability Insurance covering owned, non-owned and hired vehicles. This coverage may be written in combination with Commercial General Liability Insurance. Combined single limit per occurrence shall not be less than \$1,000,000.

**Additional Requirements:**

1) State of Idaho as Additional Insured:

The liability insurance coverage required for performance of the Contract shall include the State of Idaho, the Idaho Transportation Department and its division, officers and employees as additional insured, but only with respect to the CONTRACTOR'S activities to be performed under this Contract.

2) Notice of Cancellation or Change:

The CONTRACTOR shall ensure that all policies of insurance are endorsed to read that there shall be no cancellation, material change, potential exhaustion of aggregate limits or intent not to renew insurance coverage(s) without sixty (60) days prior written notice from the CONTRACTOR or its insurer to the Idaho Transportation Department. CONTRACTOR shall further ensure that all policies of insurance are endorsed to read that any failure to comply with the reporting provisions of this insurance, except for the potential exhaustion of aggregate limits, shall not affect the coverage(s) provided to the State of Idaho, Transportation Department and its divisions, officers and employees.

**10. Title VI Assurances**

1) Application

These contract provisions shall apply to all work performed on the contract by the contractor with his own organization and with the assistance of workmen under his immediate superintendence and to all work performed on the contract by piece work, station work or by subcontract.

2) Employment Lists, Labor Selection, Non-Discrimination

A local public employment agency has been designated by the State to prepare the employment lists for the project.

All qualified unskilled labor shall be employed insofar as possible from lists furnished the contractor by the employment agency designated in the contract. The contractor may avail himself of the services of the employment agency for obtaining labor of the intermediate and skilled grade.

In the performance of this contract, within the limitations of Subsection 107.01 requiring employment of up to 95% Idaho residents, preference in employment shall be given to qualified honorably discharged Veterans of the United States Armed Forces.

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

3) Compliance with Regulations:

The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the U.S. Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this contract.

4) Nondiscrimination:

The Contractor, with regard to the work performed during the contract, shall not discriminate on the grounds of race, color, religion, sex or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

5) Solicitations for Subcontracts, Including Procurements of Materials and Equipment:

In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor, of the Contractor's obligations of this contract and Regulations relative to nondiscrimination on the grounds of race, color, religion, sex, or national origin.

6) Information and Reports:

The Contractor shall provide all information and reports required by Regulations and/or Directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the state of Idaho Transportation Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the state of Idaho Transportation Department or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

7) Sanctions for Noncompliance:

In the event the Contractor is in noncompliance with the nondiscrimination provision of this contract, the state of Idaho Transportation Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withhold progress payments until it is determined that the contractor is found in compliance;
- b. Suspend the contract, in whole or in part, until the contractor or subcontractor is found to be in compliance with no progress payment being made during this time and no time extension made;
- c. Cancel or terminate the contract for cause;
- d. Assess against the contractor's final payment on this contract or any progress payments on current or future Idaho projects an administrative remedy by reducing the final payment or future progress payment in an amount equal to 10% of this contract or \$7,700, whichever is less.

8) Incorporation of the Provisions:

The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to subcontractor or procurement as the state of Idaho Transportation Department or Federal Highway Administration may direct as a means of enforcing the provisions, including sanctions for noncompliance, provided, however, that in the event a Contractor becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the state of Idaho Transportation Department to enter into such litigation to protect the interests of the State, and in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

**11. Labor Provisions**

The wages of labor shall be paid in legal tender of the United States, except that this condition will be considered satisfied if payment is made by a negotiable check, on a solvent bank, which may be cashed readily by the employee in the local community for the full amount without discount or collection charges of any kind. Where checks are used for payment, the contractor shall make all necessary arrangements for them to be cashed and shall give information regarding such arrangements. No fee of any kind shall be asked or accepted by the contractor or any of his agents from any person as a condition of employment on the project.

No employee shall be charged for any tools used in performing their respective duties except for reasonably avoidable loss or damage thereto.

Every employee on the work covered by this contract shall be permitted to lodge, board and trade where and with whom he elects and neither the contractor nor his agents nor his employees shall directly or indirectly require as a condition of employment that an employee shall lodge, board or trade at a particular place or with a particular person.

No charge shall be made for any transportation furnished by the contractor or his agents to any person employed on the work.

No individual shall be employed as a laborer on this contract except on a wage basis, but this shall not be construed to prohibit the rental of teams' trucks or other equipment from individuals. No such rental agreement or any charges for feed, gasoline, supplies or repairs on account of such agreement, shall cause any deduction from the wages accruing to any employee except as authorized by the regulations hereinbefore cited.

Requisition # C-025230  
Project: JANITORIAL SERVICES  
SNAKE RIVER VIEW REST  
AREA

**INTENTION TO RESPOND**

***No Fax Cover Sheet Is Required***

**FAX BACK: 208 334-8824**

Your assistance is requested. Please fax back immediately.

To: Idaho Transportation Department  
Purchasing Section  
PO Box 7129  
Boise, Idaho 83707-1129

---

BID CLOSING ON: 8/2/06 @ 5:00 P.M.

BID OPENS ON: 8/3/06 @ 10:30 A.M.

**Please check all that apply**

\_\_\_\_\_ Company intends to prepare and submit a proposal to the requisition listed above.

\_\_\_\_\_ Company does not plan to respond.

\_\_\_\_\_ Company plans to attend **mandatory pre-proposal conference and site inspection on July 25, 2006 at 1:00 PM MDT**

\_\_\_\_\_ Other Message/Comments: \_\_\_\_\_

Company Name \_\_\_\_\_

Individual/Owner's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_  
(Please Print)

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

# BID SCHEDULE

Each Bid item shall be filled in completely by the Contractor in the bid schedule, by indicating total dollars and cents under Unit Price and Total Cost. All costs, including hourly rates, will be included here and will be fully burdened to include, but not limited to, wages, transportation, lodging, overhead, and per-diem. All figures shall be written in ink or typed. Penciled entries will not be accepted; bids will be considered irregular and rejected.

Requisition Number: C-025230

Contractor / Business Name: \_\_\_\_\_

ITEM	UNIT OF MEASURE	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
SP-1	WINTER MONTHS	12	JANITORIAL SERVICE AND MAINTENANCE AT SNAKE RIVER VIEW REST AREA	\$ _____	\$ _____
SP-2	SUMMER MONTHS	12	JANITORIAL SERVICE AND MAINTENANCE AT SNAKE RIVER VIEW REST AREA	\$ _____	\$ _____

TOTAL AMOUNT BID: \$ \_\_\_\_\_

## AWARD TO BE “ALL OR NONE”

The term of this contract is for two (2) years with the option to renew for two (2) additional years, when agreed on by both parties.

This page **MUST** be returned with your BID Documents

# IDAHO TRANSPORTATION DEPARTMENT

## SIGNATURE PAGE

THIS PAGE MUST BE SIGNED WITH AN ORIGINAL SIGNATURE AND RETURNED WITH YOUR BID DOCUMENTS!!!

July 17, 2006

Idaho Transportation Department  
Supply Services Purchasing Section  
3311 West State Street  
Boise, Idaho 83703

### REQUISITION #: C-025230

The Idaho Transportation Department is seeking qualified bidders to furnish all materials, equipment and labor for: **Janitorial Service and Maintenance** as per the specifications.

### PUBLIC WORKS CONTRACTORS LICENSE #

\_\_\_\_\_

### FEDERAL IDENTIFICATION #

\_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractors Signature/Authorized Signature:

\_\_\_\_\_

\_\_\_\_\_

Printed Signature

BY SIGNING, BIDDER ACKNOWLEDGES ITS RESPONSIBILITY FOR ANY ADDENDA THAT HAVE BEEN ISSUED FOR THIS SOLICITATION AND WILL COMPLY WITH ALL THE TERMS, CONDITIONS, AND SPECIFICATIONS OF THIS SOLICITATION.

**THIS PAGE MUST BE SIGNED, WITH AN ORIGINAL SIGNATURE, AND  
RETURNED WITH YOUR BID DOCUMENTS!**

# B I D P R O P O S A L

**TO: IDAHO TRANSPORTATION BOARD  
Idaho Transportation Department  
Division of Highways**

In compliance with your invitation for bids to be received: **August 2, 2006 @ 5:00 P.M., and Opened on August 3, 2006 @ 10:30 A.M.** The undersigned certifies they have examined the location of work and/or materials sites, and has satisfied themselves as to the condition to be encountered, and that the plans, specifications, contract and method of payment for such work is understood. The undersigned hereby agrees to furnish all materials, equipment and labor for the Janitorial Service and Maintenance at the Snake River View Rest Area, as directed at the designated areas, as per the specifications contained in Requisition Number C-025230.

**On the acceptance of this bid for said work the undersigned will furnish the 100% Contract Performance and Payment Bonds with approved and sufficient surety within 10 days after the contract is presented for signature.**

Accompanying this bid proposal is a Bid Bond or Cashier's Check in the amount of five percent (5%) of the total amount bid.

The bidder further agrees that if awarded the contract, work will commence September 1, 2006.

By signing this bid proposal (P-3, A, B or C), the bidder being duly sworn states that the firm, association or corporation to whom this contract is to be awarded has not by or through any of its officers, partners, owners or any other person associated therewith, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this highway project, and is not financially interested in or otherwise affiliated in a business way with any other bidder on this project.

**BIDDER'S SIGNATURES REQUIRED**

TO BE EXECUTED BY **CORPORATE** CONTRACTORS

Date \_\_\_\_\_, 2006

Name, Address and Phone Number of  
Corporation: \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Idaho Public Works Contractors License Number \_\_\_\_\_

Incorporated under the laws of the State of \_\_\_\_\_

Name & Address of President \_\_\_\_\_

Name & Address of Secretary \_\_\_\_\_

Name & Address of Treasurer \_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
President, Vice President, etc...

State of \_\_\_\_\_, County of \_\_\_\_\_ ss

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before

me \_\_\_\_\_, personally appeared \_\_\_\_\_,  
(Notary Public)

Known or identified to me to be the President or Vice President or Secretary or Assistant Secretary, of the corporation that executed the instrument or the person who executed the instrument on behalf of said corporation, and acknowledged to me that such corporation executed the same.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_

Residing at \_\_\_\_\_

My Commission Expires on:

\_\_\_\_\_



**BIDDER'S SIGNATURES REQUIRED**

TO BE EXECUTED BY **PARTNERSHIP**

Date \_\_\_\_\_, 2006

Name, Address and Phone Number of Bidder:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Phone Number

Idaho Public Works Contractors License Number \_\_\_\_\_

**SIGNATURE:**

\_\_\_\_\_  
(Name & Title, as "Partner")

\_\_\_\_\_  
Address

\_\_\_\_\_  
(Name & Title, as "Partner")

\_\_\_\_\_  
Address

\_\_\_\_\_  
(Name & Title, as "Partner")

\_\_\_\_\_  
Address

**THIS MUST BE SIGNED BY AT LEAST ONE GENERAL PARTNER**

State of \_\_\_\_\_, County of \_\_\_\_\_ ss

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_,

before me \_\_\_\_\_, personally appeared

(Notary Public)

\_\_\_\_\_, known or identified to me to be one

of the partners in the partnership of \_\_\_\_\_

(Partnership Name Signed to Instrument)

and the partner or one of the partners who subscribed said partnership name to the foregoing

instrument, and acknowledged to me that they executed the same in said partnership name.

\_\_\_\_\_  
Notary Public For \_\_\_\_\_

Residing at \_\_\_\_\_

My Commission Expires on:

\_\_\_\_\_

P-3-B

Page 2 of 2

**BIDDER'S SIGNATURES REQUIRED**

TO BE EXECUTED BY **SOLE PROPRIETOR**

Date \_\_\_\_\_, 2006

Name, Address and Phone Number of Bidder:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Phone Number

Idaho Public Works Contractors License Number \_\_\_\_\_

SIGNATURE:

\_\_\_\_\_  
(Name & Title, as "Owner")                      Address

\_\_\_\_\_  
(Name & Title, as "Owner")                      Address

State of \_\_\_\_\_ County of \_\_\_\_\_ ss

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_,

before me \_\_\_\_\_, personally appeared  
(Notary Public)

\_\_\_\_\_, known or identified to me to be the  
person whose name is subscribed to the within instrument, and acknowledged to me that

\_\_\_\_\_ executed the same.  
(he/she/they)

\_\_\_\_\_  
Notary Public For \_\_\_\_\_

Residing at \_\_\_\_\_

My Commission Expires on:

\_\_\_\_\_

P-3-C

Page 2 of 2

## **DOMICILE**

PREFERENCE FOR IDAHO DOMICILED CONTRACTORS ON PUBLIC WORKS (Idaho Code 67-2348 - Effective July 1, 1982). To the extent permitted by federal laws and regulations, whenever the State of Idaho, or any department, division, bureau or agency thereof, or any city, county, school district, irrigation district, drainage district, sewer district, highway district, good road district, fire district, flood district, or other public body, shall let for bid any contract for bid any contract to a contractor for any public works, the contractor domiciled outside the boundaries of Idaho shall be required, in order to be successful, to submit a bid the same percent less than the lowest bid submitted by a responsible contractor domiciled in Idaho as would be required for such an Idaho domiciled contractor to succeed over the bidding contractor domiciled outside Idaho on a like contract being let in his domiciliary state.

If the bidder is unsure of where their business is domiciled, the following "rule of thumb" may help!

- 1) Corporation: Domiciled where chartered.
- 2) Sole Proprietor: Domiciled where permanent headquarters of business located.
- 3) Partnership: Domiciled where permanent headquarters of business located.

COMPANY NAME: \_\_\_\_\_

STATE OF DOMICILE: \_\_\_\_\_

**NOTE: THIS PAGE MUST BE RETURNED WITH YOUR BID!!!!**

## SUBCONTRACT REQUIREMENTS

### **PLUMBING, ELECTRICAL, HEATING & AIR-CONDITIONING WORK ONLY**

1. If the contractor intends to subcontract plumbing, heating, air conditioning or electrical work, they must complete this form, giving the name, address, and Public Works Contractors License Number, for any and all Subcontractors who shall, in the event the Contractor secures the contract and subcontracts the plumbing, electrical, heating or air conditioning work under the contract. Failure to complete this form as required shall render any such bid submitted by a contractor non-responsive and void.
2. Contractors not intending to subcontract any such work named in the preceding paragraph shall leave the appropriate spaces below blank or indicated by writing in the "work shall be" **none**.
3. Subcontractors named in accordance with the provisions of Paragraph 1 must possess an appropriate Idaho Public Works Contractors License issued by the State of Idaho Public Works Contractors State License Board covering the contract work classification in which the subcontractors is named.
4. The following are the names, addresses, and Public Works Contractors License Numbers, who shall do the following designated specialty, work under the prime and/or general contract should I/we be award the prime or general contract:

a. \_\_\_\_\_ Subcontractor for the **Plumbing** work shall be:

\_\_\_\_\_, Residing at \_\_\_\_\_  
\_\_\_\_\_, Whose Idaho Public Works  
Contractor's License # is \_\_\_\_\_

b. \_\_\_\_\_ Subcontractor for the **Electrical** work shall be:

\_\_\_\_\_, Residing at \_\_\_\_\_  
\_\_\_\_\_, Whose Idaho Public Works  
Contractor's License # is \_\_\_\_\_

c. \_\_\_\_\_ Subcontractor for the **HVAC** work shall be:

\_\_\_\_\_, Residing at \_\_\_\_\_  
\_\_\_\_\_, Whose Idaho Public Works  
Contractor's License # is \_\_\_\_\_

**NOTE: THIS PAGE MUST BE RETURNED WITH YOUR BID DOCUMENTS!**

**CONTRACTOR'S AFFIDAVIT**

***CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE***

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned being duly sworn upon oath, deposes and says that

\_\_\_\_\_ complies with the provisions of Section 72-1717 Idaho  
(Contractor Name)

Code (Drug Free Workplace program); that \_\_\_\_\_ provides a  
(Contractor Name)

drug-free workplace program that complies with the provisions of Idaho Code, title 72,

chapter 17 and will maintain such program throughout the life of a state construction contract

and that \_\_\_\_\_ shall subcontract work only to subcontractors meeting  
(Contractor Name)

the requirements of Idaho Code, section 72-1717(1)(a).

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Address

\_\_\_\_\_  
City and State

By: \_\_\_\_\_  
(Signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

Commission expires:

\_\_\_\_\_  
NOTARY PUBLIC, residing at

\_\_\_\_\_  
\_\_\_\_\_

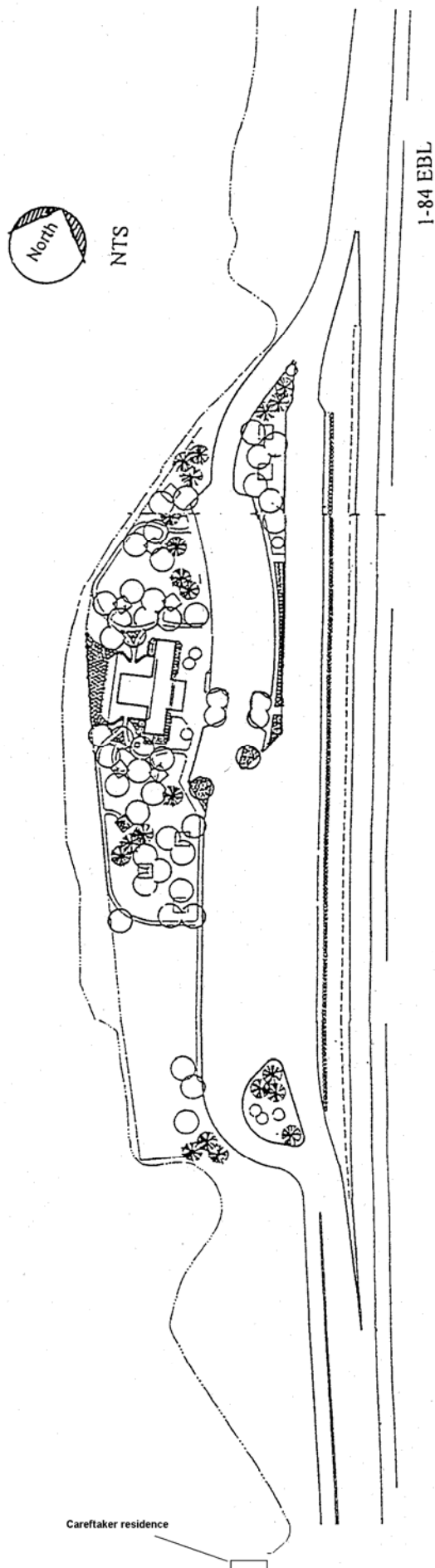
**THIS PAGE MUST BE RETURNED WITH YOUR BID DOCUMENTS**

## BIDDERS RESPONSIBILITY PAGE

*PLEASE NOTE: The following documents, IF APPLICABLE TO YOUR BID, must be returned to the Idaho Transportation Department Purchasing Section to allow your bid to be considered.*

- 1.) **Idaho Employer Alcohol and Drug-Free Workplace Act State Construction Contracts - EFFECTIVE: January 1, 2005.** Idaho Code, Section 72-1717, the following document is required on ALL State Construction or Improvement of Public Property or Publicly Owned Buildings.
  - **Affidavit of Alcohol and Drug Free Workplace Program**
- 2.) **“Signature Page”**
  - Public Works License Number must be inserted
  - Page must be signed with an original signature
- 3.) Bid Response
  - Individual, Partnership, or Corporation
  - One of three, depending upon company structure, MUST be completed, notarized and signed with an original signature
- 4.) Bidder must complete Bid Schedule
- 5.) Bidder must complete Domicile Form
- 6.) ~~Subcontractor form SC-1~~ **as required per specifications**
- 7.) A 5% Bidders Bond or Cashier's Check
- 8.) **All Addenda** Must be Signed and returned with your Bid Documents. It is the Bidder's responsibility to verify if an addendum was issued.
- 9.) **ALL BIDS** must be submitted in a sealed enveloped with the Requisition Number, Bid Open Date, and Project Name clearly marked on the outside of the envelope.
- 10.) **NO BID ADJUSTMENTS WILL BE ACCEPTED:** Any changes made to a bid must be submitted as a separate bid and all rules remain in effect. ALL REQUIRED paperwork must be re-submitted.
- 11.) **PUBLIC WORKS LICENSE REQUIRED:** - Public Works Contractors License Board – Phone # (208) 332-8968. <http://www2.idaho.gov/dbs>
- 12.) **WORKERS' COMPENSATION INSURANCE:** - Per Idaho Code 72-216. Proof of said insurance must be provided by successful Bidder before Contract(s) are executed. – It shall be the Contractors responsibility to request, each year, a current certificate of insurance is sent to the Agency. Non-Compliance will result in the forfeiture of Contract and all Bonds.
- 13.) **GENERAL AND AUTOMOBILE LIABILITY INSURANCE:** - Proof of said insurance must be provided by successful Bidder before Contract(s) are executed. Non-Compliance will result in the forfeiture of Awarded Contract and all Bonds.

# EXHIBIT I



Snake River View Rest Area-Core Area

## MAINTENANCE SCHEDULE

## EXHIBIT IV

### Contractor's Responsibilities:

#### Water Supply System

1. Check water supply level in storage tanks daily. If low, report the matter to the Department immediately.
2. Once each month, remove the plug in the bottom of the pneumatic air volume control and remove filter screen. Clean filter screen and reinstall. Service and repair as required.
3. Contractor is to be responsible for winterizing the drinking fountain. Any freeze damage will be Contractor's responsibility.

#### Heating System

1. Have furnace checked and serviced twice a year.
2. Use Farr Hi-efficiency Pleated Filters or approved equal. All items must be pre-approved by the Department.  
Clean heat exchange filters to the restrooms twice a month or as prescribed.
3. Clean vents at least once each month or as prescribed.

#### Irrigation System

1. Check program controllers each week and visually check for leaks, damaged or broken spray heads and replace or repair parts as necessary.
2. Visually check for proper coverage each week while operating each zone separately.
3. Activate the system each spring after April 1<sup>st</sup> or as directed by the Department. Fill the main water lines slowly with provision for the air to escape. Thoroughly check for any leaks. An unusually wet area may develop over time and may indicate a small or slow leak.
4. Totally drain the system and prepare it for winter each fall before it freezes. The system shall be blown out before November 1<sup>st</sup>, or as directed by the Department. This will require the use of compressed air to blow all water out of the system. The Maintenance Foreman is to be contacted prior to starting this winterization. The Contractor shall be responsible for any freeze damage to the system.

#### Electrical

- 1 Check in and outside lighting once a month for burned out lights.
- 2 Check GFI outlets in rest rooms to ensure functioning properly.

**NOTE:** Any damages as a result of failure to carry out any of the duties listed above in a proper manner or at the proper time shall be corrected and repaired at Contractor's expense.



**REST AREA MAINTENANCE DAILY CHECKLIST AND LOG****Rest Location      (Circle one)      EB      WB**

<b>(Circle one)</b>								
<b>Daily Activity</b>	am pm <b>Time</b>	am pm <b>Time</b>	am pm <b>Time</b>	am pm <b>Time</b>	am pm <b>Time</b>	am pm <b>Time</b>	am pm <b>Time</b>	am pm <b>Time</b>
Clean Toilets - Womens Restroom								
Clean Sinks, Mirrors, Soap Dispenser and Hand Dryers - Women's Restroom								
Clean and Mop Floors and Wash Walls & Partitions - Women's Restroom								
Clean Toilets and Urinals - Mens Restroom								
Clean Sinks, Mirrors, Soap Dispense and Hand Dryers - Men's Restroom								
Clean and Mop Floors and Wash Walls & Partitions - Men's Restroom								
Clean Toilets - Family Assist Restroom								
Clean Sinks, Mirrors, Soap Dispense and Hand Dryers - Family Assist								
Clean and Mop Floors and Wash Walls & Partitions - Family Assist Restroom								
Remove Graffiti (Where?)								
Empty Garbage Containers - Outside Area								
Pick Up Litter and Pet waste Core area								
Clean Picnic Tables and Arbors								
Clean Sidewalk and Plaza Area								
Kiosk Lighting and Light fixtures								
Public Telephones								
Building Exterior								
Drinking Fountain								
Other								
Snow Removal / Deicing								

**Comments: (Lost and Found, Repair, Vandalism, ect.)**

(Signed) Contractor's Representative

Date

Time (am, pm)

Logs must be submitted to ITD District Office once a month with billing for services

Revised 06/06

## REST AREA MAINTENANCE CHECK LIST

Frequency Key: Low use Periods(s) Spring , Fall, Winter  
High use period(s) Summer

A = as needed      3 = Every three hours  
T = 2 x day      W = Weekly  
D = daily      M = Monthly  
H = Hourly

Example: Clean Sinks H/A -- translates to twice per day, more often as needed

Task - Facilities	Performance Standard (3) Rating	Frequency	
		low use	high use
<u>1. Driveways - Parking Lots</u> Pick up and dispose of all litter. Sweep and clean curbs and gutters.	Parking lots and driveways shall be clean of all debris and litter. Curbs and gutters must be clean.	D	D/A
<u>2. Side Walks</u> Sweep and clean sidewalks. Wash off spilled food, drinks, dirt, sand. Remove snow and ice.	Sidewalks shall be kept clean of all spills, dust, dirt, sand, snow or ice.	D	D/A
<u>3. Garbage Containers</u> Check and replace garbage bags daily to prevent overflow or unsanitary conditions. Check and clean garbage container and lids.	All garbage containers shall be maintained clean and free of dirt and grime. All garbage bags shall be replaced as often as necessary to prevent overflow.	D	T/A
<u>4. Trees - Shrubs - Lawn</u> Pick up all debris, litter and trash.	All lawns, trees/shrubs and landscaped areas shall have a neat, healthy and well-maintained appearance. All debris, trash and litter in these areas will be picked up at all times and disposed of.	D	D
<u>5. Natural Areas</u> Clean up all litter and trash.	Native characteristics shall be preserved and enhanced. Area must be litter and trash free.	D	D
<u>6. Wildflower Beds</u> Clean up and remove all litter and trash and dispose.	Wildflower beds and area shall be preserved and maintained to enhance the rest area. Wildflower beds must be free of all litter and trash.	D/A	D/A
<u>7. Grassy Areas (Pet Areas)</u> Pick up and dispose of all litter, trash and pet waste.	All grassy (pet) areas shall be neat and clean and free of any litter and trash, including pet waste.	D/A	D/A
<u>8. Gravel or Other Blanketed Areas</u> Keep gravel areas clean. Pick up and dispose of all trash and litter. Keep area properly covered with material.	All graveled or blanketed areas shall be neat and free of any litter and trash.	A	A
<u>9. Picnic Tables - Arbors</u> Clean and scrub all table tops and benches with soap and water that will clean and sanitize. Wash ceilings, walls and post as required. Wipe dry. Remove all graffiti immediately.	All picnic tables, arbors and floors shall be neat and clean and the area free of trash and litter. Cobwebs shall be removed. No graffiti will be visible.	T/A	T/A
<u>10. Information Signs</u> Clean and wash Plexi-glass with soap and water. Wipe clean. Sweep down all cobwebs and dust. Pick up and dispose of all trash and litter. Clean benches with soap and water. Rinse and wipe them dry.	Information signs must be clean and free of cobwebs, litter and graffiti. All frames and displays must be in good shape. Report if displays need attention or repair.	D/A	D/A
<u>11. Drinking Fountain</u> Clean entire drinking fountain with antibacterial disinfectant. Wash with soap and water. Rinse	Clean and sanitary drinking fountain.	D/A	H/A

and wipe dry. Check faucet for leaks and proper operation.			
<u>12. Building Exterior</u> Clean walls, doors, entryway, and windows. Sweep down cobwebs. Remove graffiti. Keep gutters free of debris, leaves and needles.	Clean and neat appearing building exterior free of cobwebs, dirt and grime.	D/A	D/A
<u>13. Partitions</u> Clean all partition walls with soap and water with disinfectant. Rinse and wipe dry. Remove all graffiti. Make sure doors operate and lock properly. Check to make sure walls are sturdy and not damaged.	Clean and well maintained partitions that are free of dirt, grime and graffiti.	3/A	3/A
<u>14. Urinals</u> Clean and thoroughly scrub with high-strength detergent containing a deodorant and anti-bacterial agent. Rinse with clean water and wipe dry. Check to see if urinals flush properly. Check and replace odor blocks.	All surfaces, including exterior of urinal and exposed plumbing, shall be clean and free of dust, grime, stains, and finger prints.	3/A	3/A
<u>15. Toilet Stools and Seats</u> Clean and thoroughly scrub with a high-strength detergent containing a deodorant and anti-bacterial agent. Rinse with clean water and wipe dry. Check to see if toilets flush properly and seats operate properly.	All surfaces, including exterior of toilet stool and exposed plumbing and seats, shall be clean and free of dust, dirt, grime, stains and fingerprints. Toilets shall be maintained odor-free.	3/A	3/A
<u>16. Sinks</u> Clean and thoroughly scrub with a high-strength detergent containing a deodorant and anti-bacterial agent. Rinse with clean water and wipe dry. Check to see if faucets and drain operates properly.	All surfaces, including exterior of sink, shall be clean and free of dust, grime, stains and fingerprints.	3/A	3/A
<u>17. Mirrors</u> Clean and thoroughly scrub with a high strength detergent containing a deodorant and anti-bacterial agent. Rinse and wipe dry. Remove all graffiti.	All surfaces of the mirror shall be clean and functional, and free of dust, dirt, stain, grime and fingerprints. No graffiti will be present or visible.	3/A	3/A
<u>18. Hand Dryers</u> Clean and thoroughly scrub with a high strength detergent containing a deodorant and anti-bacterial agent. Rinse and wipe dry. Check to see if hand dryer operates safely and properly. Clean vents monthly.	All surfaces of the hand dryer shall be clean and free of all dust, dirt, grime, stains and fingerprints.	3/A	3/A
<u>19. Soap Dispenser</u> Clean and thoroughly scrub with a high strength detergent containing a deodorant and anti-bacterial agent. Rinse and wipe dry. Check to see if soap dispenser has adequate supply of soap and operates properly.	All surfaces of the soap dispenser shall be clean, and free of all dust, dirt, grime, stains and finger prints. Soap dispenser shall have adequate supply of soap.	3/A	3/A
<u>20. Toilet Paper/Toilet Seat Covers</u> Wipe the exterior finish of the toilet paper and toilet seat cover dispensers with a damp cloth. Check to make sure adequate supplies of toilet paper and toilet seat covers are present in the dispensers. At least one-half roll of bio-degradable toilet paper shall be in evidence in each stall.	Toilet paper and toilet seat covers shall be available at all times and never run out.	T/A	T/A

<u>21. Walls and Ceilings</u> Wash and scrub with soap and water or appropriate cleaner. Sweep down all cobwebs. Remove all graffiti immediately.	Walls and ceilings, especially in the corners, shall be free of cobwebs, dirt, grime and graffiti.	3/A	3/A
<u>22. Floors</u> Clean and thoroughly scrub with a high strength detergent containing a deodorant and anti-bacterial agent. Rinse and mop dry. Check to make sure floor drains operate properly. Disinfect traps.	Floors, especially next to mop boards and corners, shall be free of dirt and grime.	3/A	3/A
<u>23. Heating -Air Exchange</u> Check all grills and vents to assure adequate air movement and cleanliness. Check operation of odor suppressants.	All grills and vents shall be free of lint and/or obstructions. Odor suppressants shall be present and operational.	M/A	M/A
<u>24. Rest Room - Exterior - Kiosk Lighting and Sky Lights</u> Clean all light fixtures with a damp cloth. Remove all cobwebs and dead insects. Clean lens.	All lights shall be clean and free of cobwebs.	D	D
<u>25. Tobacco Butt Receptacles</u> Clean tobacco butt receptacles twice daily. Remove and dispose of all tobacco butts and trash. Replace sand as required.	Neat and clean tobacco butt receptacles.	T/A	T/A
<u>26. Utility/Storage Room</u> Keep utility/storage room clean, organized and free of litter. Keep up-to-date MSDS sheets on all cleaning products in a visible place and easily accessible in case of emergency. Check fire extinguishers. Check first aid kit.	All utility/storage rooms shall be free of clutter, dirt and cobwebs. Fire extinguisher and first aid kits shall be full and properly equipped in case of emergency.	W	W
<u>27. Caretaker Appearance - Uniform</u> The caretaker shall wear a uniform provided by the contractor while on work duty. The caretaker shall wear an identification badge that contains contractor and employee names.	Caretaker and contractor employees shall be neat and clean at all times. Employees shall be friendly and courteous to rest area users. Employees shall wear identification badges at all times while working within rest area complex.	A	A
<u>28. Record Keeping/Daily Log/Time Clock</u> The caretaker shall check in and out using time clock. Keep a daily log listing activities completed and supplies used. Enter unusual or required information (i.e., traffic counts, lost and found articles, accidents, vandalism). Keep the daily log in the mechanical room.	Daily time sheet, logs and records shall be maintained daily and available for Department inspection. Daily time sheet, log and records shall be delivered monthly to the Department.	H	H
<u>29. Public Telephones</u> Clean and sanitize public telephones/booths once per day. Report operational problems to telephone company and Department.	All public telephones/booths shall be neat, clean and free of stains and fingerprints. Report trouble to telephone company and Department.	D	D
<u>30. Americans with Disabilities Act (ADA) Requirements</u> Check daily to see that all disability parking access, sidewalks and other services, including toilet stools/seats, stalls, urinals, are in compliance and operating properly.	Meet all ADA standards by providing full accessibility and protection against discrimination in rest area facilities and services.	D	D
<u>31. Windows/Doors</u> Wash and clean weekly. Daily spot clean as necessary.	Maintain a clean, smear- and grime-free appearance.	3/A	3/A

## Roadside Rest Area and Ports of Entry



## Maintenance Inspection Report

Date Inspected	Time Inspected
Facility Name/District	Contractor Name/Representative
Department Representative	Inspected By

## Rating

0 - Unacceptable

1 - Poor

2 - Needs Improvement

**3 - Standard****4 - Above Standard**

NA - Not Applicable

Item	Facilities	Rating	Comments
Grounds	1 Driveways and Parking Lots		
	2 Sidewalks and Pathways		
	3 Garbage Containers		
	4 Trees, Shrubs Maintained, fertilized, clean		
	5 Lawns No insects, disease, weeds		
	6 Natural Areas		
	7 Wildflower Beds		
	8 Grassy Areas (Pet Areas)		
	9 Irrigation System		
	10 Gravel or Other Blanketed Areas		
	11 Picnic Tables and Arbors		
	12 Light Fixtures		
	13 Information Signs/Kiosks		
	14 Drinking Fountains		
	15 Cigarette Butt Receptacles		

Section Average:

Building	16 Walls (Inside and Outside)		
	17 Windows and Doors (Inside/Outside)		
	18 Eaves, Soffets and Rain Gutters		
	19 Light Fixtures		
	20 Floors		
	21 Ceilings		
	22 Partitions		
	23 Urinals		
	24 Toilets, Stools and Seats		
	25 Sinks and Mirrors		
	26 Soap Dispenser and Hand Dryers		
	27 Toilet Paper/Seat Cover Dispensers		
	28 High Pressure Wash/Steam Clean		
	29 Heating - Air Exchange		
	30 Utility/Storage Room		
	31 Sky Lights		
	32 Public Telephones		

Section Average:

Custodial	33 Custodian's Residence (Exterior)		
	34 Custodian's Appearance - Uniform		
	35 Record Keeping/Daily Log		

Section Average:

Overall Rating

Vending	36 Vending Machines are Present		
	37 Signs and Phone Numbers are on Vending Machines		

Additional Comments:

**JANITORIAL SERVICES  
POSSIBLE INTEREST  
-BIDDERS LIST-**

AS OF 7/06

<b>VARSITY CONTRACTORS</b> PO BOX 15811 BOISE ID 83715 208 323 7808 208 377 4471	<b>VARSITY CONTRACTORS INC</b> PO BOX 1692 POCATELLO ID 83204 208 232 8598 208 232 6068	<b>BACH CORPORATION</b> 3785 W 9000 S WEST JORDAN UT 84088 801 566 2224
<b>ENVIRONMENTAL SERVICES CO</b> PO BOX 981 BLACKFOOT ID 83221 208 785 2795 208 785 8009	<b>LANDON 208 CORP</b> 840 E 900 S OREM UT 94097 801 226 0121 801 434 4036	<b>ROADRUNNER CONCESSIONS</b> 998 LOCUST ST N TWIN FALLS ID 83301 208 737 9199 208 733 2484
<b>ROCKY MOUNTAIN SERVICES</b> 4500 YELLOWSTONE POCATELLO ID 83202 208 237 9150 208 237 6025	<b>CAMPANELLA BUILDING MTCE</b> ATTN JEROMY CAMPANELLA 7038 TOBI DRIVE BOISE ID 83714	<b>WESTERN BUILDING MTCE</b> PO BOX 9408 BOISE ID 83707 208 345 2951 208 345 9716
<b>CNV</b> <b>CLEANING SERVICES INC</b> ATTN: CHERNO JAGNE 6059 CORPORAL LANE BOISE IDAHO 83704 208 322 9441 208 498 5998	<b>NEATNIK</b> ATTN DAVID DASHER PO BOX 2607 COEUR D'ALENE, ID 83816 208 667 7437	